



Welcome on Board



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Thank you for choosing New Brolly on the Block Ltd as your Umbrella Provider. Choosing New Brolly on the Block Ltd provide a fully compliant PAYE umbrella payroll service for contractors and freelancers.

You should now have details for your online portal access, if you haven't, please get in touch and we will ensure this is done.

Now that you are all signed up. You may still have a few questions, so to assist, please see the following which are some of the most frequently asked questions:

Will I receive payments such as Sick pay and Holiday Pay?

When you work through an umbrella company you are entitled to the same benefits as those who are in full-time employment. You are entitled to Holiday Pay, Sick Pay, Maternity Pay and Paternity Pay.

Holiday Pay is calculated at 12.07% of your own pay and it is reallocated to you on your payslip, meaning you are no better or worse off. However, it's important you remember this when negotiating your next rate – because you'll want to ensure it's enough to allow you the Holiday Pay you desire.

How often will I be paid?

As a contractor working through an umbrella company, you will be paid in accordance with the schedule you have agreed with your recruitment agency. Usually weekly or monthly pay.

How will I be paid?

New Brolly on the Block Ltd will pay you as soon as we receive payment from your agency/client by Same Day Faster Payments.

Why am I paying both the Employee's National Insurance and the Employer's National Insurance?

When you use an umbrella company to process your payroll, you become their employee. In this arrangement, the employer (New Brolly on the Block Ltd) doesn't benefit from the work you do, as you are working for a different organisation (your end client).

Umbrella companies are not able to cover the Employers' NI alongside other employment costs, as they only retain a small margin for processing your payroll and do not benefit from any of the work completed by you.

Many recruitment agencies will factor these additional costs into the assignment rate, and you will receive an uplift when working through an umbrella company – to account for the employment costs.

What will you deduct from my pay?

Working through an umbrella company you are paid in a similar way to permanent employees (PAYE). As a result, we deduct tax and Employee National Insurance Contributions from your pay. As an umbrella employee, you are also responsible for employment costs, including the Employer's National Insurance Contributions. All statutory deductions will be sent to HMRC.

Additional deductions that you will see on your payslip will include Holiday Pay (which is simply a reallocation of your own pay, so you are no worse or better off), student loan repayments (if applicable) and pension contributions (if you choose to remain in our chosen pension plan).

Can I use an umbrella company even though I have a limited company?

Yes, whilst you are using an umbrella company, your limited company will become dormant and no payments should be put through it for the same assignment.

How Does it Work?



TIMESHEET SUBMISSION

In most cases, when working at your end client's site, you will need to complete timesheets to reflect the hours you have worked. This may be done on a weekly or monthly basis, depending on your payment frequency. The timesheet should be submitted to the agency who have placed you.



TIMESHEET CONFIRMATION

Your Agency will confirm and sign-off your time sheet. Remember if your agency or end-client has agreed to reimburse any expenses while working, forward these to your agency for approval as well.



INVOICE YOUR AGENCY

New Brolly on the Block Ltd will then invoice your recruitment agency for payment.



RECEIPT OF PAY

Your agency will arrange payment in-line with the terms and conditions stated in the assignment details.



DEDUCTIONS

New Brolly on the Block Ltd process all payments from your recruitment agency, making the relevant deductions according to HMRC legislation – including income tax, National Insurance and Apprenticeship Levy contributions.



PAYMENT

You will be paid to your chosen personal bank account by New Brolly on the Block Ltd on the same day as funds are received from your agency net of all deductions. We run payroll multiple times daily.

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FRIEND!**

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And there's no limit to the number of friends you can introduce!

Simply email, WhatsApp, call, no matter how you get in touch were waiting to hear from you!

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